



# 2012-13 Register Projections Process and Special Education Student Projection (SESP) Tool

## Principals' Manual

**Division of Portfolio Planning**  
*Office of Student Enrollment*

# 2012 Register Projections Process Timeline

Dates	Task
Jan 17 – Jan 27	SESP Application Launch
Jan 17 – Jan 27	Share Preliminary Enrollment data with Network leaders and SharePoint available to share feedback
Jan 17 – Jan 18	Webcasts for Networks and K-8 Principals on SESP
Beginning March	Initial Projections posted on Register Projections Site (RPS)
Beginning March	Webcasts for Principals on RPS and appeals process
Beginning to Mid March	Principals review Initial Projections and may submit Request for Review if necessary.
End of March to Beginning of April	Division of Portfolio Planning and Clusters meet to review projections and appeals.
End of April	Final Projections posted on Register Projection site.

Note: Dates are subject to change

# Accessing SESP

SESP can be accessed directly at:  
<https://ats.nycboe.net/sec/SESP/>

Or you can access it on the DOE  
Intranet page here:  
<https://ats.nycboe.net/SIS/>

**S.I.S.**  
Student Information System

**User Information**

ID:

NAME:

TITLE:

Home District/Borough/School:


Current District/Borough/School:


**Change Profile**

DISTRICT:

SCHOOL:

**Our Sections**

 **Student Information**  
This choice provides access to a comprehensive database of student information. Once a student's name has been selected using an initial search screen, a screen of biographical data appears. From this screen, thirteen other screens are available, providing information about health records, academic performance, attendance, attendance history and many other aspects of the student's school record.

 **SEC Placement**  
This is a direct link to the Placement module of the Special Education Component of the Student Information System. It allows you to search for an open seat and to place a child in an appropriate program.

**SEC Decision Action Items Tracking System**  
This is a direct link to the DAITS module of the Special Education Component of Student Information System. It allows you to record and track Implementation Action Items based on the decision document which is issued after an impartial hearing.

**SEC RSA**  
This is a direct link to the RSA application. It allows you to search for a student and create an RSA1, to be given to a parent for finding an independent provider for the recommended service. After the RSA1 is received from the parent with the provider information, the CSE staff can enter the provider details to generate a PIN for the provider that can be used by the provider to call into the IVR First attend system.

**SEC PNNA**  
The PNNA application will allow CPSE administrators to facilitate the delivery of services to preschool students who are awaiting services.

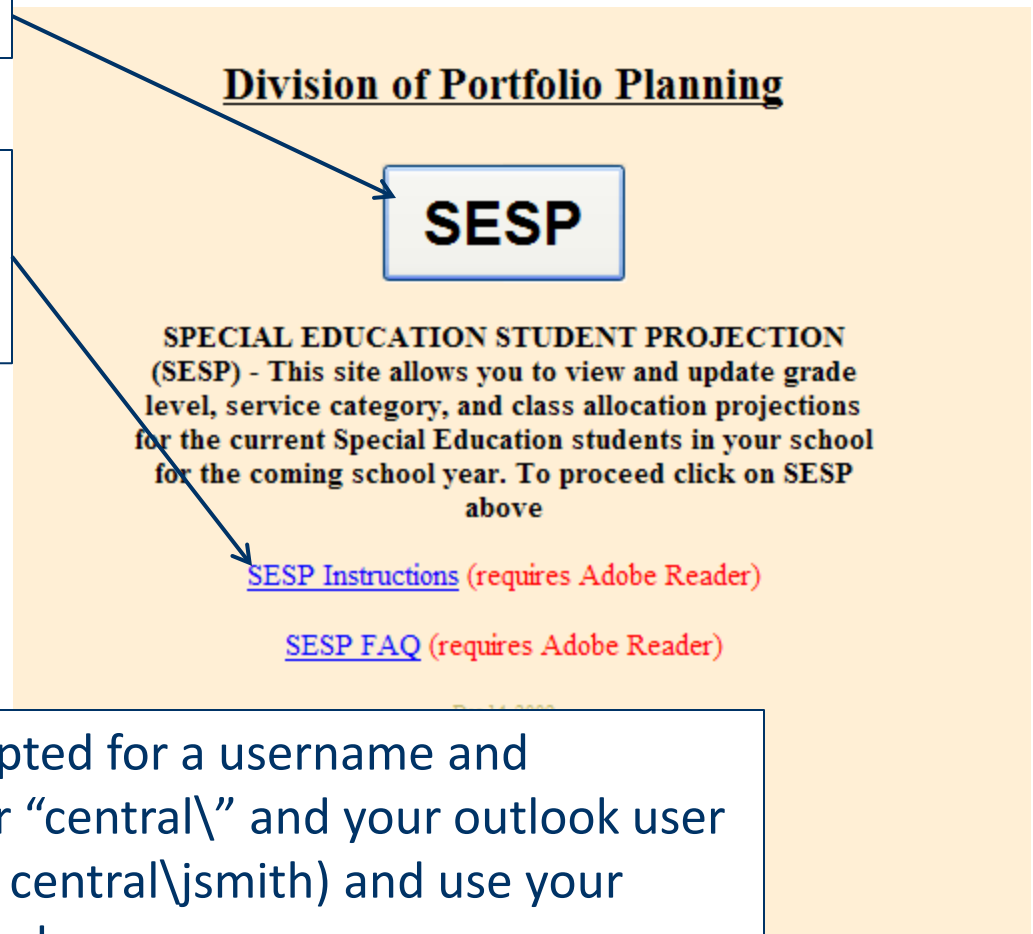
**SEC Reports**  
This is a direct link to the Special Education Online Reports.

**SESP**  
This is a direct link to the Special Education Student Projection (SESP) site. This site allows you to view and update grade level, service category, and class allocation projections for the current Special Education students in your school for the coming school year.

# Using SESP

On the site, click SESP to enter.

SESP Instructions and FAQ are also available on the homepage.



If you are prompted for a username and password, enter "central\" and your outlook user name (example central\jsmith) and use your outlook password.

# Using SESP

The only school staff that can access SESP is the principal. APs will not be able to access the site.

If you are a principal, and you cannot login to the site, please email [projections@schools.nyc.gov](mailto:projections@schools.nyc.gov). Access is based on your role in Galaxy, so if you are an Acting or Interim principal, you may not immediately have access. Please let us know and we will do our best to work with the Security Group to get you access.

# Using SESP

Once you enter the site, select your school from the drop-down menu.

Each principal only has access to his/her school. Network and Cluster staff will have access to their respective schools.

NYC  
Department of  
Education  
*Cathleen P. Black, Chancellor*

## NYC DOE SE School Class List

DBN: Please select a DBN

- Please select a DBN
- 01M015
- 01M019
- 01M020
- 01M034
- 01M063
- 01M064
- 01M110
- 01M134
- 01M137
- 01M140
- 01M142
- 01M184
- 01M188
- 01M292
- 01M301
- 01M315
- 01M332
- 01M345
- 01M361
- 01M363
- 01M364
- 01M378
- 01M450
- 01M539
- 01M839
- 02M001
- 02M002
- 02M003
- 02M006

# Using SESP

## Special Education Enrollment Percentages:

This is the percentage of special education students at each school and district as of 1/3/2011.

## 2010/11 Initial Referral Data:

These are the percentages of general education students in grades K-12 who were referred for evaluation for special education in the 2010-11 school year for each school and the district.

DBN: [REDACTED]

School Name: [REDACTED]

School Address: [REDACTED]

Step 1: Review Special Ed Percentages and Initial Referral Rates for your school and the district

Step 2: Select the number of periods per week at your school and save.

Step 3: Review each class at your school using the links below and save the projected service for each student.

Step 4: Go to the School Summary page, review the totals by grade and service category, add any comments, and Submit

Special Education Enrollment Percentages 1/3/2012						
	K-5		6-8		K-8	
	RS/SETSS/CTT/SC	CTT/SC	RS/SETSS/CTT/SC	CTT/SC	RS/SETSS/CTT/SC	CTT/SC
School %	24.16%	17.98%	n/a	n/a	24.16%	17.98%
District %	18.58%	13.34%	23.29%	16.01%	20.08%	14.19%

2010/11 Initial Referral Data	
	Initial Referral %
School %	8.63%
District %	4.71%

Select the number of periods per week (excluding lunch) at your school.

30

Save

Reset

Note: If you Reset the Number of Periods per week. It will reset any period data that has been saved on the Student level pages.

Select the total number of periods (excluding lunch) per week before making any changes on the student pages. If your school has block periods, count them as the equivalent number of regular length periods.

Select class to edit students' service and grade

[011/T01](#)

[102/T02](#)

[202/T03](#)

[302/T04](#)

[402/T05](#)

[503/E31](#)

[Open Initial Referrals](#)

[SETSS/RS](#)

After reviewing students in classes above. Click School Summary to review totals and Submit.

[School Summary](#)

# Using SESP

## NYC DOE SE School Class List

DBN:

School Name:

School Address:

Step 1: Review Special Ed Percentages and Initial Referral Rates for your school and the district

Step 2: Select the number of periods per week at your school and save.

Step 3: Review each class at your school using the links below and save the projected service for each student.

Step 4: Go to the School Summary page, review the totals by grade and service category, add any comments, and Submit

Special Education Enrollment Percentages 1/3/2012						
	K-5		6-8		K-8	
	RS/SETSS/CTT/SC	CTT/SC	RS/SETSS/CTT/SC	CTT/SC	RS/SETSS/CTT/SC	CTT/SC
School %	24.16%	17.98%	n/a	n/a	24.16%	17.98%
District %	18.58%	13.34%	23.29%	16.01%	20.08%	14.19%

2010/11 Initial Referral Data	
	Initial Referral %
School %	8.63%
District %	4.71%

Select the number of periods per week (excluding lunch) at your school.

Note: If you Reset the Number of Periods per week, it will reset any period data.

Select the total number of periods (excluding lunch) per week before making any changes on the student pages. If your school has block periods, count them as the equivalent number of regular length periods.

Before viewing student information, each school must select the **total number of periods per WEEK** at their school. This should include all periods, **except lunch**. This will be used to determine projected services for students and allow more flexible programming. For example, if you have 8 periods per day (excluding lunch), you should multiply this by 5 to get 40 periods per week.

If your school has **block periods**, please count those periods as the equivalent number of regular length periods. For example, if you have 90 minute block periods, please count this as 2 periods.

Once this number is saved, you can reset it using the RESET button, but if you have made any changes on the student level pages, that data will be reset as well. You will need to return to the student level pages and re-enter any student data.



# Using SESP

## NYC DOE SE School Class List

DBN:

School Name:

School Address:

Step 1: Review Special Ed Percentages and Initial Referral Rates for your school and the district

Step 2: Select the number of periods per week at your school and save.

Step 3: Review each class at your school using the links below and save the projected service for each student.

Step 4: Go to the School Summary page, review the totals by grade and service category, add any comments, and Submit

Special Education Enrollment Percentages 1/3/2012						
	K-5		6-8		K-8	
	RS/SETSS/CTT/SC	CTT/SC	RS/SETSS/CTT/SC	CTT/SC	RS/SETSS/CTT/SC	CTT/SC
School %	24.16%	17.98%	n/a	n/a	24.16%	17.98%
District %	18.58%	13.34%	23.29%	16.01%	20.08%	14.19%

2010/11 Initial Referral Data	
	Initial Referral %
School %	8.63%
District %	4.71%

Select the number of periods per week (excluding lunch) at your school.

Note: If you Reset the Number of Periods per week. It will reset any period data that has been saved on the Student level pages.

Select the total number of periods (excluding lunch) per week before making any changes on the student pages. If your school has block periods, count them as the equivalent number of regular length periods.

At the bottom of the page, you will see a link to each of your special education classes, Open Initial Referrals, and SETSS and Related Services Only Students (as of 1/3/12).

Once you have saved the number of periods per week, click a class to view the students on register in that class.

Select class to edit students' service and grade
<a href="#">011/T01</a>
<a href="#">102/T02</a>
<a href="#">202/T03</a>
<a href="#">302/T04</a>
<a href="#">402/T05</a>
<a href="#">503/E31</a>
<a href="#">Open Initial Referrals</a>
<a href="#">SETSS/RS</a>

After reviewing students in classes above. Click School Summary to review totals and Submit.

# Using SESP



## NYC DOE SE Student Projection

DBN:

School Name:

School Address:

To change a student's Projected Service for the 2012-13 school year, you must indicate the number of periods per week (excluding lunch) that the students will receive each type of service for the 2012-13 school year. The sum of the periods for the 4 service categories must sum to the total periods indicated on the "Calculate" button at the bottom of the page and the Projected Service will be updated based on the periods per week of services. Make sure that if an IEP states "periods per day" that you multiply this number by 5 to get the periods per week.

Related Services Only students are classified as GE for budget purposes, so the School Projected Service will show up as GE for these students. Any periods where a student is receiving a related service should be classified as GE.

If there are students in this class that are not showing up on the class list, first check that they are not showing up on another class list at your school. If they are not on any other list, you can use the "Add additional students" button at the bottom to add them to the class list. If these students are not new admits, please correct in ATS, as this may be the reason they are not showing up. All fields are required when adding new students, do not include PK students that will be in Kindergarten for next year or D75 Inclusion students.

MAKE SURE TO SAVE when you are done, or all changes will be lost.

Class:

Total number of periods per week: 30

Projected Special Education Program  
(number of periods/week excluding lunch)

STUDENT ID	STUDENT NAME	CURRENT GRADE LEVEL	CURRENT OFFICIAL CLASS	CURRENT SERVICE	GENERAL ED	SETSS	ICT	SPECIAL CLASS	SCHOOL PROJECTED GRADE LEVEL	SCHOOL PROJECTED SERVICE	NEW STUDENT
		OK	011	F/T ICT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01	GE	
		OK	011	F/T ICT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01	F/T ICT	
		OK	011	F/T ICT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01	F/T ICT	

Calculate

Add additional students

On the Student Projection page, you will see all students in the class you selected with their current grade and service as well as a **projected grade level** (based on a grade bump) and **projected service** (same as current service).

Notes: F/T indicates full-time ( $\geq 60\%$ ), P/T indicates part-time ( $\geq 20\%$  and  $< 60\%$ ). Related Services Only students will be classified as GE in the Projected Service column since they are funded as GE students. If a student receives periods of Related Services during the day, those periods should be counted as GE, not SETSS or Special Class.

# Using SESP



## NYC DOE SE Student Projection

DBN:

School Name:   
School Address:

To change a student's Projected Service for the 2012-13 school year, you must indicate the number of periods per week (excluding lunch) that the students will receive each type of service for the 2012-13 school year. The sum of the periods for the 4 service categories must sum to the total periods indicated on the "Calculate" button at the bottom of the page and the Projected Service will be updated based on the periods per week of services. Make sure that if an IEP states "periods per day" that you multiply this number by 5 to get the periods per week.

Related Services Only students are classified as GE for budget purposes, so the School Projected Service will show up as GE for these students. Any periods where a student is receiving a related service should be classified as GE.

If there are students in this class that are not showing up on the class list, first check that they are not showing up on another class list at your school. If they are not on any other list, you can use the "Add additional students" button at the bottom to add them to the class list. If these students are not new admits, please enter them correctly in ATS, as this may be the reason they are not showing up. All fields are required when adding new students, do not include PK students that will be in Kindergarten for next year or D75 Inclusion students.

MAKE SURE TO SAVE when you are done, or all changes will be lost.

Class:

Total number of periods per week: 30

Projected Special Education Program  
(number of periods/week excluding lunch)

If a student will be receiving a **different** service for the 2012-13 school year, you must indicate the projected number of periods per week that they will receive in each service category. This allows for more flexible programming and allows you to classify students as Part-Time SC, Part-Time ICT, or Multiple SETSS, as well as combinations of different service types.

### Notes:

- If a student's IEP indicates periods per day, make sure to multiply that number by 5 when entering it on that page.
- The total number of periods you enter in each row **must** sum to the total number of periods per week you entered on the Class List page.

# Using SESP



## NYC DOE SE Student Projection

DBN:

School Name:

School Address:

To change a student's Projected Service for the 2012-13 school year, you must indicate the number of periods per week (excluding lunch) that the students will receive each type of service for the 2012-13 school year. The sum of the periods for the 4 service categories must sum to the total periods indicated on the "Calculate" button at the bottom of the page and the Projected Service will be updated based on the periods per week of services. Make sure that if an IEP states "periods per day" that you multiply this number by 5 to get the periods per week.

Related Services Only students are classified as GE for budget purposes, so the School Projected Service will show up as GE for these students. Any periods where a student is receiving a related service should be classified as GE.

If there are students in this class that are not showing up on the class list, first check that they are not showing up on another class list at your school. If they are not on any other list, you can use the "Add additional students" button at the bottom to add them to the class list. If these students are not new admits, please correct in ATS, as this may be the reason they are not showing up. All fields are required when adding new students, do not include PK students that will be in Kindergarten for next year or D75 Inclusion students.

**MAKE SURE TO SAVE** when you are done, or all changes will be lost.

Class:

Total number of periods per week: 30

Projected Special Education Program  
(number of periods/week excluding lunch)

STUDENT ID	STUDENT NAME	CURRENT GRADE LEVEL	CURRENT OFFICIAL CLASS	CURRENT SERVICE	GENERAL ED	SETSS	ICT	SPECIAL CLASS	SCHOOL PROJECTED GRADE LEVEL	SCHOOL PROJECTED SERVICE	NEW STUDENT
		OK	011	F/T ICT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01	GE	
		OK	011	F/T ICT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01	F/T ICT	
		OK	011	F/T ICT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01	F/T ICT	

Calculate

Go Back To Class List

Save Data

Add additional students

Once you are done making all changes, **MAKE SURE TO SAVE** by clicking the Save Data button.

All work will be lost if you do not save.

You can then click "Go Back to Class List" button to return to the Class List page and view another class.

# Using SESP

There may be several reasons why a student will not show up on your class list:

1. If a student was admitted to your school or initially referred from GE on or after 1/3/2011, the student will not show up on your class lists. Follow the instructions on the next page to add a new student.
2. If the student changed classes on or after 1/3/2011, the student may be listed under the old class. Please check to see whether the student is listed on the old class and enter any changes under the old class. If you cannot find the student, follow the instructions to add a new student. Do not add a new student if the student is already showing up on the site, we do not want to count students more than once.
3. If the student is incorrectly coded in ATS, the student may not show up on SESP or they may be listed under a different class. Check in ATS what class the student is listed in and check SESP under that class. If they are not coded as a special education student, please make sure to code them correctly in ATS. If needed, follow the instructions to add a new student.

# Using SESP

## NYC DOE SE Student Projection

DBN:

School Name:

School Address:

To change a student's Projected Service for the 2012-13 school year, you must indicate the number of periods per week (excluding lunch) that the students will receive each type of service for the 2012-13 school year. The sum of the periods for the 4 service categories must sum to the total periods indicated on the "Calculate" button at the bottom of the page and the Projected Service will be updated based on the periods per week of services. Make sure that if an IEP states "periods per day" that you multiply this number by 5 to get the periods per week.

Related Services Only students are classified as GE for budget purposes, so the School Projected Service will show up as GE for these students. Any periods where a student is receiving a related service should be classified as GE.

If there are students in this class that are not showing up on the class list, first check that they are not showing up on another class list at your school. If they are not on any other list, you can use the "Add additional students" button at the bottom to add them to the class list. If these students are not new admits, please correctly in ATS, as this may be the reason they are not showing up. All fields are required when adding new students, do not include PK students that will be in Kindergarten for next year or D75 Inclusion students.

MAKE SURE TO SAVE when you are done, or all changes will be lost.

Class:

Total number of periods per week: 30

Projected Special Education Program  
(number of periods/week excluding lunch)

STUDENT ID	STUDENT NAME	CURRENT GRADE LEVEL	CURRENT OFFICIAL CLASS	CURRENT SERVICE	GENERAL ED	SETSS	ICT	SPECIAL CLASS	SCHOOL PROJECTED GRADE LEVEL	SCHOOL PROJECTED SERVICE	NEW STUDENT
		OK	011	F/T ICT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01	GE	
		OK	011	F/T ICT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01	F/T ICT	
		OK	011	F/T ICT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01	F/T ICT	

Calculate

Go Back To Class List

Save Data

Add additional students

To add a new student, click the "Add additional students" button at the bottom left corner of the screen.

# Using SESP

**Add additional students**

STUDENT			CURRENT	CURRENT	GENERAL	SETSS	ICT	SPECIAL	SCHOOL PROJECTED
ID	FIRST NAME	LAST NAME	GRADE LEVEL	SERVICE	ED			CLASS	GRADE LEVEL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click Save to the right to add this student to your class list above. **Save** **Cancel**

New fields will appear where you can enter the student's ID, name, current grade level, and current service. You will need to enter the number of periods of service that they will receive in each type of service as well as the projected grade level for 2012-13. All fields are required.

When you have finished entering all fields, click Save to add that student to your class list.

If there are additional students to add, you can repeat this step.

# Using SESP

## NYC DOE SE Student Projection

DBN:

School Name:   
School Address:

To change a student's Projected Service for the 2012-13 school year, you must indicate the number of periods per week (excluding lunch) that the students will receive each type of service for the 2012-13 school year. The sum of the periods for the 4 service categories must sum to the total periods indicated "Calculate" button at the bottom of the page and the Projected Service will be updated based on the periods per week of services. Make sure that if an IEP states "periods per day" that you multiply this number by 5 to get the periods per week.

Related Services Only students are classified as GE for budget purposes, so the School Projected Service will show up as GE for these students. Any periods where a student is receiving a related service should be classified as GE.

If there are students in this class that are not showing up on the class list, first check that they are not showing up on another class list at your school. If they are not on any other list, you can use the "Add additional students" button at the bottom to add them to the class list. If these students are not new admits, p correctly in ATS, as this may be the reason they are not showing up. All fields are required when adding new students, do not include PK students that will be in Kindergarten for next year or D75 Inclusion students.

MAKE SURE TO SAVE when you are done, or all changes will be lost.

Class:

Total number of periods per week: 30

Projected Special Education Program  
(number of periods/week excluding lunch)

STUDENT ID	STUDENT NAME	CURRENT GRADE LEVEL	CURRENT OFFICIAL CLASS	CURRENT SERVICE	GENERAL ED	SETSS	ICT	SPECIAL CLASS	SCHOOL PROJECTED GRADE LEVEL	SCHOOL PROJECTED SERVICE	NEW STUDENT
		OK	011	F/T ICT	30				01	GE	
		OK	011	F/T ICT					01	F/T ICT	
		OK	011	F/T ICT					01	F/T ICT	
123456789	New Student	OK		GE	2	3	25		01	F/T ICT	Delete

Calculate

Go Back To Class List

Save Data

Add additional students

Once you have added a new student, they will appear on your class list in alphabetical order. You will be able to tell that they are a new student because a Delete button will appear in the New Student column at the far right. If you need to delete any students that you have added, you can click the Delete button to remove them from your list.



# Using SESP

## NYC DOE SE School Class List

DBN:

School Name: P.S. 015 Roberto Clemente

School Address: 333 EAST 4 STREET, MANHATTAN, NY 10009

Step 1: Review Special Ed Percentages and Initial Referral Rates for your school and the district

Step 2: Select the number of periods per week at your school and save.

Step 3: Review each class at your school using the links below and save the projected service for each student.

Step 4: Go to the School Summary page, review the totals by grade and service category, add any comments, and Submit

Special Education Enrollment Percentages 1/3/2012						
	K-5		6-8		K-8	
	RS/SETSS/CTT/SC	CTT/SC	RS/SETSS/CTT/SC	CTT/SC	RS/SETSS/CTT/SC	CTT/SC
School %	24.16%	17.98%	n/a	n/a	24.16%	17.98%
District %	18.58%	13.34%	23.29%	16.01%	20.08%	14.19%

2010/11 Initial Referral Data	
	Initial Referral %
School %	8.63%
District %	4.71%

Select the number of periods per week (excluding lunch) at your school.

Note: If you Reset the Number of Periods per week. It will reset any period data that has been saved on the Student level pages.

Select the total number of periods (excluding lunch) per week before making any changes on the student pages. If your school has block periods, count them as the equivalent number of regular length periods.

Select class to edit students' service and grade
<a href="#">011/T01</a>
<a href="#">102/T02</a>
<a href="#">202/T03</a>
<a href="#">302/T04</a>
<a href="#">402/T05</a>
<a href="#">503/E31</a>
<a href="#">Open Initial Referrals</a>
<a href="#">SETSS/RS</a>

After reviewing students in classes above. Click [School Summary](#) to review totals and Submit.

Once you have reviewed the students in all classes, click the "School Summary" button to view a summary for your school.

# Using SESP

## NYC DOE SE Summary Page

DBN: XXXXXXXXXX

Are you a Barrier Free Site?

NO

Comments:

(\* 500 character limit.)

Please review the totals in yellow below. These totals are based on the data you entered on the student pages.

We have provided Current Student totals as well for reference.

If you see errors in the Projected totals on this page, go back to the student pages and correct.

GRADE	Current Students SETTS	Current Students F/T ICT	Current Students F/T SC	Projected Students SETTS	Projected Students Multiple SETTS, P/T ICT, P/T SC	Projected Students F/T ICT	Projected Students F/T SC
0K	0	3	0	0	0	0	0
01	1	7	0	0	0	2	0
02	0	7	0	1	0	8	1
03	0	5	0	0	0	7	0
04	1	3	2	0	0	5	0
05	0	0	5	1	0	3	2
06	0	0	0	0	0	0	0
07	0	0	0	0	0	0	0
08	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>25</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>25</b>	<b>3</b>

[Submit](#)

[Go Back To Class List](#)

You must click Submit to save your work on this page.

You may submit more than once.

Sum

The Class Allocation page will show the total number of current students and the total number of projected students for each service category based on what was entered on the individual Student Projection pages. If these numbers are incorrect, please check on the student level pages to see if something was entered incorrectly.

# Using SESP

## NYC DOE SE Summary Page

DBN: [REDACTED]

Are you a Barrier Free Site?

NO

Comments:

(\* 500 character limit.)

Please review the totals in yellow below. These totals are based on the data you entered on the student pages. We have provided Current Student totals as well for reference. If you see errors in the Projected totals on this page, go back to the student pages and correct.

GRADE	Current Students SETTS	Current Students F/T ICT	Current Students F/T SC	Projected Students SETTS	Projected Students Multiple SETTS, P/T ICT, P/T SC	Projected Students F/T ICT	Projected Students F/T SC
0K	0	3	0	0	0	0	0
01	1	7	0	0	0	2	0
02	0	7	0	1	0	8	1
03	0	5	0	0	0	7	0
04	1	3	2	0	0	5	0
05	0	0	5	1	0	3	2
06	0	0	0	0	0	0	0
07	0	0	0	0	0	0	0
08	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>25</b>					<b>3</b>

Submitted: [REDACTED] 01/09/12 3:54:52 PM

[Go Back To Class List](#)

Submit to save your work on this page.  
You may submit more than once.

Each school can indicate if they are a Barrier Free Site using the drop-down menu. Schools can also provide additional information about specific students, classes, or general comments about the school in the **Comments** section. If schools have special programs like ASD programs, bilingual programs, etc, they should enter that here. Schools should be as concise and specific as possible in their comments. Note, there is a 500 character limit in this section.

# Using SESP

Once you are done reviewing, adding comments, and agree with the numbers on this page, **MAKE SURE TO SAVE** by clicking the Submit button. This will let us know that you have viewed the data and will allow us to flag each your school as completed on completion reports.

When a you have clicked Submit, your username and a time stamp will be displayed at the bottom right corner. This will allow us and your network to see if you have submitted your totals.

## NYC DOE SE Summary Page

DBN: [REDACTED]

Are you a Barrier Free Site?

NO

Comments:

(\* 500 character limit.)

Please review the totals in yellow below. These totals are based on the data you entered on the student pages.

We have provided Current Student totals as well for reference.

If you see errors in the Projected totals on this page, go back to the student pages and correct.

GRADE	Current Students SETTS	Current Students F/T ICT	Current Students F/T SC	Projected Students SETTS	Projected Students Multiple SETTS, P/T ICT, P/T SC	Projected Students F/T ICT	Projected Students F/T SC
0K	0	3	0	0	0	0	0
01	1	7	0	0	0	2	0
02	0	7	0	1	0	8	1
03	0	5	0	0	0	7	0
04	1	3	2	0	0	5	0
05	0	0	5	1	0	3	2
06	0	0	0	0	0	0	0
07	0	0	0	0	0	0	0
08	0	0	0	0	0	0	0
TOTAL	2	25	7	2	0	25	3

[Submit](#)

[Go Back To Class List](#)

You must click Submit to save your work on this page.  
You may submit more than once.

Submitted: [REDACTED] 01/09/12 3:54:52 PM

# Additional Information and Important Dates

## Special Education Projections:

There are multiple phases in the process for special education projections. SESP is the first phase. The Division of Portfolio Planning will use the SESP information provided to inform the initial projections for non-incoming grades.

Determinations about incoming grade targets and new admit projections will be communicated to schools in advance of the initial projections to the greatest extent possible.

## Important Dates:

SESP will be open for changes until January 27.

Initial Projections will be available on the Register Projections Site (RPS) at the beginning of March.

Webcasts will be held for Networks and principals when the Initial Projections are posted to give instructions on using RPS and the appeals process.

# Support

Network teams are prepared to provide support throughout the SESP and Register Projections process.

If you have any questions about SESP or the projections process, please contact [projections@schools.nyc.gov](mailto:projections@schools.nyc.gov). Please CC your network leader on all communication.